

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: PROGRAM SPECIALIST V –
Medication Assisted Treatment Contract Coordinator

SALARY GROUP: B21

DEPARTMENT: Community Justice Assistance Division

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Kevin L. Johnson DATE: 04/15/2022

POSITION #: 100193

I. JOB SUMMARY

Performs advanced consultative services and technical assistance work. Work involves planning, developing, and implementing a major agency program; and providing consultative services and technical assistance to program staff, governmental agencies, community organizations, and the public. Works under limited supervision with considerable latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Plans, implements, coordinates, monitors, and evaluates program activities and services; develops and implements program guidelines, policies, procedures, rules, and regulations; monitors and ensures compliance with policies, procedures, and contracts; coordinates with subcontractors of Community Supervision and Corrections Department (CSCD) that serves clients at a Community Corrections Facility (CCF) or a Substance Abuse Felony Punishment Facility (SAFPF); and develops and implements project plans.
 - B. Establishes program goals and objectives; assists in developing and implementing techniques for evaluating programs; and conducts special investigations, program analyses, inspections, and reviews to determine compliance with court orders, laws, regulations, policies, and procedures; and develops policies and procedures on quality management that meets the requirements of 25 Texas Administrative Code (TAC) 448.501.
 - C. Oversees the preparation of administrative reports, studies, and specialized research projects; oversees special investigations and makes recommendations on findings; and prepares monthly post-discharge client follow-up reports received from subcontractors.
 - D. Confers with staff on program issues and problems to identify and implement solutions; coordinates with other divisions on program statistics and analysis and contract compliance; and responds to inquiries from governmental officials, other agencies, and the public.
 - E. Assigns the work of others; and provides training and technical assistance in the program area.
- * Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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II. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in Criminal Justice, Behavioral Science, Public Administration, or related field preferred. Each year of experience as described below in excess of the required five years may be substituted for thirty semester hours from an accredited college or university on a year for year basis.
2. Five years full-time, wage-earning program administration, treatment program, or public administration experience.
3. Criminal justice or substance abuse treatment experience preferred.

B. Knowledge and Skills

1. Knowledge of principles and practices of public administration and management.
2. Knowledge of treatment program practices.
3. Knowledge of applicable state and federal laws, rules, regulations and statutes.
4. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
5. Skill to communicate ideas and instructions clearly and concisely.
6. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
7. Skill to interpret and apply rules, regulations, policies, and procedures.
8. Skill in administrative problem-solving techniques.
9. Skill to gather, assemble, correlate, and analyze facts to devise solutions to problems.
10. Skill to review technical data and prepare technical reports.

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11. Skill to develop and evaluate administrative policies and procedures.
12. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
13. Skill to train and assign the work of others.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, calculator, copier, fax machine, telephone, dolly, and automobile.